

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Beach Sports Attendant	LOCATION:	Hamilton Island
DIVISION:	Activities	DIRECT REPORTS:	Nil
REPORTS TO:	Beach Sports Manager	INDIRECT REPORTS:	Nil
DATE PREPARED:	November 2010		

JOB PURPOSE

Responsible for the communication of a diverse range of beach activities to the guests of HIE Hotels. The role encompasses all Beach Activities and maintenance of equipment. Importantly, all activities must be run in accordance with Transport Operations (Marine Safety) Act 1994

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Conducting instructional lessons and assisting guests in the use of equipment and ascertain level of competency for use of all equipment, including jet skis. Instruct guests on all safety aspects and ensure they have sound knowledge when using all equipment
- Providing coverage as per roster of Beach Sports providing assistance and guidance to guests as required
- Ensuring all supplies are maintained and in good working order, reordering stock when required
- Upholding terms and conditions of usage of all facilities and reports any abuse of these conditions to the manager for action
- Conducting activities and operating equipment in accordance with all safety instructions, relevant legislation, guidelines and procedures
- When opening or closing the facility, completing opening and closing checklists, as shifts require ensuring the facility meets security guidelines
- Responsible for carrying out general repairs and maintenance on all equipment, and advising Beach Sports Manager of any new equipment that is required

EXPERIENCE & QUALIFICATIONS

- School Certificate or equivalent (Essential)
- QLD open/unrestricted Driver's License (Essential)
- Senior First Aid Certificate and CPR (Essential)
- QLD Recreational Boating License (Essential)
- Coxswain Certificate under the Whitsundays area (Desirable)
- Jetski PWC License (Desirable)
- Previous experience in similar role (Desirable)

PERSON SPECIFICATION/SKILLS

- High level of personal fitness
- Excellent presentation and strong interpersonal skills
- Customer service focused

KEY WORKING RELATIONSHIPS

- All Department particularly Sports Club, Tour Desk, Recreation and Activities
- All Guests
- Concessionaires
- HIE Executive Team and Stakeholders